

**CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS
VETERANS HOME OF CALIFORNIA, YOUNTVILLE
PROMOTIONAL, SPOT EXAMINATION
FOR YOUNTVILLE
10 DAY POSTING
Bulletin Release: 06-27-07**



**STAFF INFORMATION SYSTEMS ANALYST (Supervisor)
Monthly Salary: \$5143.00 - \$6566.00**

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

HOW TO APPLY: State of California application (Form 678) must be postmarked no later than the final filing date. Applications postmarked, faxed, personally delivered, or received via interoffice mail must be received before the close of business at 5:00 p.m. or will not be accepted, no exceptions. Do not submit applications to the State Personnel Board. Applications may be downloaded from the State Personnel Board website at www.spb.ca.gov

A copy of College Transcripts must be attached for Pattern III

SUBMIT APPLICATION TO: VETERANS HOME OF CA, YOUNTVILLE
HUMAN RESOURCES - TESTING UNIT
110 CALIFORNIA DRIVE
YOUNTVILLE, CA 94599-1414

FINAL FILING DATE: July 11, 2007 It is anticipated that interviews will be held during July or August 2007. No written test is required.

EXAMINATION ELIGIBILITY LIMITATION: The testing period for this classification is 12 months. You may not test for this classification more than once in a testing period. If you have taken an examination for this classification with the Veterans Home of California, Yountville within the last 12 months, you are not eligible to compete in this examination.

SPECIAL TESTING: If you have a disability and need special testing arrangements, mark the appropriate box in part 2 of the Application for Examination. You will be contacted to make specific arrangements.

NOTE: Accepted competitors are required to bring either a photo identification card or two forms of signed identification.

COMPETITION LIMITED TO STATE EMPLOYEES: Competitors must have a permanent civil service appointment with the Department of Veterans Affairs or meet the provisions of the State Personnel Board Rules 234 or 235 as of the final filing date in order to take this examination.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

NOTE: All competitors must meet the education and/or experience requirements for this examination by the final filing date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: All applications/resumes must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. Applications/resumes received without this information will be rejected.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, competitors possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS: Experience applicable to one of the following patterns may be combined on proportional basis with experience applicable to other patterns to meet the total experience requirement.

Either I

One year of experience in the California state service performing duties comparable to an Associate Information Systems Analyst (Specialist) or an Associate Information Systems Analyst (Supervisor).

Or II

Two years of progressively responsible analytical experience performing a variety of information technology systems analysis, design, development, installation, implementation, procurement, or technical support duties in connection with information technology systems, multifunction office automation systems, microcomputer systems, or teleprocessing networks or analysis of operational methods and designing information technology systems to meet desired results. At least one year of this experience must include leadership on an information technology project, or participation with other analysts on information technology systems studies of complex nature or broad scope.

Or III

Thirty semester units or 45 quarter units of graduate work in information technology-related coursework from a recognized college or university.

THE POSITION: Under general supervision, supervises a small staff performing a wide variety of analytical activities in support of complex information technology systems and/or teleprocessing networks/systems.

EXAMINATION INFORMATION: This examination will consist of a Qualifications Appraisal Interview only, weighted 100% In order to obtain a position on the eligible list; a minimum rating of 70.00% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

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Departmental Promotional, Spot – Yountville, California

SCOPE: In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

- A. Knowledge of:
 - 1. Principles of public administration, organization, and management
 - 2. Information technology systems equipment, software, and practices
 - 3. Analytical techniques
 - 4. Technical report writing
 - 5. Principles of personnel management, supervision, and training
 - 6. Manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion and for maintaining a work environment that is free of discrimination and harassment.

- B. Ability to:
 - 1. Analyze information and situations, identify and solve problems, reason logically, and draw valid conclusions
 - 2. Develop effective solutions
 - 3. Apply creative thinking in the design of methods of processing information with information technology systems
 - 4. Monitor and resolve problems with information technology systems hardware, software, and processes
 - 5. Establish and maintain effective working relationships with others
 - 6. Communicate effectively
 - 7. Supervise technical personnel
 - 8. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his/her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the applications. Supplementary information will be accepted but read the "Requirement for Admittance" carefully to see what kind of information will be useful to the staff doing the evaluation.

ELIGIBLE LIST INFORMATION: A departmental promotional list will be established for the California Department of Veterans Affairs. The resulting eligible list will be used to fill a vacancy in Yountville, California. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Veterans Preference points and Career Credits are not granted in promotional examinations.

General Information

It is the candidate's responsibility to contact the Human Resources in Yountville, California, (707) 944-4550, three days prior to the written test date if he/she has not received his/her notice. For an examination without a written feature, it is the candidate's responsibility to contact the Human Resources in Yountville, California, (707) 944-4550, and three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request. Applications are available at State Personnel Board offices and local offices of the Employment Development Department, and the Department noted on front.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2, State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental Human Resources offices or at the information counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigations may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Home of California, Yountville
Human Resources/Testing Unit
110 California Drive; Yountville, California 94599-1414
Public Telephone (707) 944-4550
TDD voice of hearing impaired (707) 944-4560
www.cdva.ca.gov

See Reverse Side For Additional Information

STAFF INFORMATION SYSTEMS ANALYST (SUPERVISOR) – LM84/131649

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